

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING
Minutes May 22, 2017
5:30 P.M. Saint Albert Catholic High School Library

- 5:30 1. **Call to Order:** Mark Hohneke
2. **Opening Prayer:** Fr. Kottas
3. **Roll Call and Reading of Mission:** Tamara Bernard
MISSION STATEMENT: *Saint Albert Catholic School, in partnership with our parishes, will inspire our students to fulfill their spiritual, academic, moral and physical potential by following the teachings of the Catholic Church.*
4. **Public Comments:** None
- 5:32 5. **Approval of April 24, 2017 Minutes:**
Motion: Kristen Kirwan Second: Tamara Bernard Approved: Y
6. **Agenda Adjustments:** Mark Hohneke suggested to move finance committee reports ahead of administrator reports with finance first. A motion was made by Joan Gubbels to make that agenda adjustment. Second: Jackie Bertelsen Approved: Y
7. **Unfinished/Ongoing Business:**
- A. Policies 551.5 and 551.6 2nd Readings: Dave Schweitzer read Policy 551.5 in full and asked for input on the amount of the negative balance students and employees can owe before a hot lunch/la carte is declined. Discussion was held and decided that \$60 is the individual balance and \$120 being the family balance. Motion to approve revised Policy 551.5 was made by Fr. Kottas. Second: Sheryl Genereux Approved: Y Dave read Policy 551.6 in full. A motion to approve Policy 551.6 was made by Kristen Kirwan. Second: Lorrie Powers Approved: Y
- B. Enrollment Update: Dave Schweitzer presented an updated enrollment form for the school years 12-13 thru the current school year. Dave explained the importance of how enrollment affects the budget and the connection between enrollment and staffing. Dave explained the report in detail including information about cohorts and the higher number of foreign exchange students. Dave stated that the enrollment trend is encouraging and thanked the efforts of all staff, parishes and parents. Fr. Tom asked if a Saint Albert representative could speak at masses and be available for any questions. Dave accepted the invitation.
- C. Reply to Previous Public Comments: Mark Hohneke stated that the Executive Committee met and discussed the prior public comments. Mark read in full the letter he sent to Joe Narmi. Mark said he has not received a response.
- 5:44 8. **New Business:**
- A. Nomination of Officers-Plans & Processes: Dave Schweitzer indicated that Jackie Bertelsen is resigning due to other responsibilities. A question was raised about the number of parish representatives for smaller parishes with less students attending Saint Albert. Dave suggested that he arrange a meeting with the current representatives and Fr. Danzo to determine their recommendation. Dave will send an email to the Area Board members to submit their names or recommendations of officers. A ballot containing names of those that accepted the nomination as well as any members who are running themselves, will be prepared and presented for a vote at the June meeting.
- B. Staffing Update-Vacancy Updates: Dave Schweitzer said that all elementary position are filled. The middle/high school still has a language arts and foreign language opening. Dave said that Michelle Kavars had signed her contract (communicated with administration about applying for another teaching position). Michelle has asked to be released from her contract.

A discussion was held with members about the position as well as the role she played in the robotics program. Dave also presented a list of coaches/moderators for the fall sports and pointing out the vacancies/additions. A motion to approve listed coaches/moderators was made by Kristen Kirwan. Second: Joan Gubbles Approved: Y

C. Development & Fundraising Updates:

1. Hilltop Appeal (\$41,000): Dave Schweitzer stated that the approximate expenses were \$4,500 (not reflected in total). Dave said the appeal is not considered successful as in previous years. The initial mailing was late, mismanaged and contained inaccurate lists. Cathy Faurot indicated that \$20,000 has been transferred to the general operating budget and \$18,000 of the total is allocated for the sidewalk repair.
2. Annual Benefit Auction Draft Report: Dave Schweitzer provided a draft report from JoAnn Jensen indicating the revenue and expenses from the auction. Not all of the expenses have been reflected and final information won't be available until the end of the fiscal year. Dave stated that the cash balance will be directed to the general operating budget. Cathy Faurot stated that last year, \$140,000 was budgeted with \$120,000 received. This year, \$140,000 was budgeted and she expects closer to \$70,000-\$75,000 after all expenses are paid. Much discussion was held about the shortfall and future discussions to take place about improvements/ideas.
3. Major Gift (\$180,000): Dave Schweitzer said that a gift has been given to Saint Albert to renovate and expand the daycare. Dave said the anonymous donor gave instructions not to overspend the total donated and not to increase the daycare staff. The funds will be spent on additional lockers, cabinetry, flooring, and classroom furnishings. These renovations will be done over the summer months.

D. 2017 School Renovations: Dave Schweitzer presented a diagram of the building. He stated that the large majority of elementary classrooms will relocate as will some middle/high school classrooms. This will allow for the daycare renovation and expansion. Much of the moving is being accomplished the last week of school and teachers are in good spirits Anne Jensen stated. Dave explained the reasons for the expansion and how it relates to the waiting list in the daycare. He asked for Area Board members input and a lengthy discussion was held. Questions were asked about the past and current cash flow position of the daycare. Cathy Faurot stated that the daycare has not made a profit to date, and due to that, there should be caution as well as optimism about this renovation/expansion. Dave stated that with reorganization and regrouping and potentially increasing the rates, he is optimistic about the financial results.

E. Foundation Proposal to fund Development Director/Alumni Relations Coordinator: Dave Schweitzer stated that the Foundation Board is proposing to fund development positions over a 3 year period. Dave and Cathy Faurot are unclear about the funding terms as the foundation funds are restricted. A lengthy discussion was held about the seriousness of the current state of finances. Reports were previously provided by Cathy Faurot that listed specifics on the shortfall. Cathy Faurot explained that the immediate concerns are managing to meet payroll in the leaner months as well as building up a cash reserve. When asked, Cathy stated that she felt the cause of current condition is multiple, but overspending on past projects as well as current staffing expenses are significant. Board members discussed possible short-term and long-term solutions. Information will be received about the possibility of a loan, the terms and determinations on how to pay on that loan as a short-term solution. The forgiveness of the \$180,000 loan owed to the foundation would not help with short-term issues but would help in long-term. Dave said that he feels it extremely important to direct future donations to the general operating budget short-term, than build those reserve funds rather than asking donors or using donor funds for projects or capital improvements. Dave appreciated the Foundation Board members for their good intentions as well as their recognition of their purpose as a board is to generate funds. Since no articles of incorporation are in place and no natural mechanism to fund, the description for Development Director/Alumni Relations Coordinator will be created with hiring tabled pending clarification of funding.

F. President's Contract: *(in executive session later in agenda)*

8:00 9. **Administrator Reports:**

- A. Paul Hans Jr/Sr High: Report presented. Paul is proposing students have a chromebook type device to establish a standard. Paul presented outlines for a 1 year and a 4 year proposal.
- B. Anne Jensen PreK-5: Report previously presented. Anne said that the summer reading program is in place and 20 students are enrolled and 4 teachers on site. Anne gave a brief outline of the program.
- C. Dave Schweitzer: Report previously presented.

- 8:10 10. **Committee Reports:**
- A. Facilities: None
 - B. Finance: Report previously presented. See above.
 - C. Policies: See above.
 - D. Faith Formation Committee: Rubin Ramirez presented a proposal pertaining to faith formation for high school students. The Area Board discussed and agreed that more information and specifics should be evaluated by the Faith Formation Committee. Rubin also stated that it was decided to have reconciliation for middle/high school students stay on campus due to scheduling conflicts and concerns about students missing classes and the fact there is a chaplain on campus. Fr. Bright is going to inform the area priests. Rubin stated that Fr. Bright expressed a desire to have more students attend the morning mass. They are looking at various clubs and teams scheduling days to attend.
 - E. Executive Committee: None
 - F. SIAC: None

11. **Executive Session:** at 8:29 p.m. a motion was made by Kristen Kirwan to go into executive session to discuss the contract for Dave Schweitzer as President.
 Second: Tamara Bernard Approved: Y

A motion was made by Kristen Kirwan to approved presented 2017-2018 President Contract.
 Second: Mark Hohneke. Approved: Y

At 8:46 p.m. a motion was made by Sheryl Genereux to come out of executive session.
 Second: Tamara Bernard. Approved: Y

- 8:47 12. **Closing Prayer:** Mark Hohneke

2016-2017		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
4:00	Faith Form	4	1	6	3	1	5	2	2	6	4	1
5:00	Policy	8	12	10	14	12	9	13	13	10	8	12
Noon	Facilities	10	21	14	9	21	11	8	8	12	10	14
7:00	SIAC			24				27				26
5:30	Exec	16	20	18	15	13	17	21	21	18	16	20
5:00	Finance	16	20	18	15	13	17	21	21	18	16	20
5:30	Area Board	22	26	24	28	19	23	27	27	24	22	26
5:30	Foun.Board	15	19	17	21	19	16	20	27	24	TBD	19